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NPIC Editorial Style Manual

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IEG-91/69
March 1969

MEMORANDUM FOR ALL MEMBERS OF IEG

SUBJECT: NPIC Editorial Style Manual

1. This is your personal copy of the NPIC Editorial Style Manual. The purpose of this manual is to standardize matters of style in the preparation of imagery exploitation manuscripts. Since decisions concerning style are in many cases quite arbitrary, an effort has been made to continue the generally good and acceptable conventions to which analytical, editorial, and production personnel throughout the Center have become accustomed. In addition, the manual attempts to elucidate some particularly agonizing problems, such as effective construction, gleaned from the review of completed IEG manuscripts.

2. The manual is being distributed to each member of IEG because we all share responsibility for adhering to standardized styles. The more closely the analyst's first draft conforms to the accepted style, the more efficiently it can be completed and published. Similarly, typists can assist the process and reduce the amount of editorial revision required by following the style the first time the draft is typed. The editors will, of course, review manuscripts for adherence to style and will ensure that completed manuscripts follow the conventions set forth in the manual. Their main job, however, should still be concerned with a clear, concise, and logical presentation of the information being reported.

3. Like all good standards, this manual may be revised from time to time. As new situations call for changes or the elaboration of existing rules, the Chief, Production Control Staff will welcome the statement of problems with or without suggested solutions or improvements.

4. All rules in this manual will become effective 7 April 1969.


Chief, Imagery Exploitation Group
NPIC

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NPIC EDITORIAL STYLE MANUAL



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March 1969

PREFACE

This manual is essentially a set of rules or guides to use in preparing all imagery exploitation publications. Unless otherwise specified, Webster's Third New International Dictionary is followed for spelling (except for compounding), usage, and definition. In other matters of form, such as compounding words, the latest edition of the United States Government Printing Office Style Manual is used. In cases of conflict, the forms listed in this manual take precedence.

Parts of this style manual may be updated periodically by Reporting Guidelines. Suggestions for revision should be forward to the Chief, Production Control Staff, Imagery Exploitation Group.

(The overall classification for this manual is TOP SECRET
Individual sections are classified according
to their contents.)

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I. EFFECTIVE CONSTRUCTION

The following points are meant as guides for more effective sentence construction; they are not meant as arbitrary rules. The rules of writing permit many variations. However, keeping a few points in mind and observing them will contribute toward strong and effective writing.

1. Use the active voice whenever possible. The subject of the sentence should usually be at the beginning of the sentence.

Poor: At the site are situated three buildings.
Poor: At the site there are three buildings.
Better: Three buildings are situated at the site.

2. Keep coordinate ideas in coordinate form. Keep elements parallel. If one idea is expressed by an infinitive, a gerund, or a clause, other equal ideas should be expressed by duplicate grammatical constructions.

Poor: Formerly, the installation was served only by a road, while now a rail line runs through it.
Better: Formerly, the installation was served only by a road; now it is also rail served.

3. Keep related words together and in logical order.

Poor: There is a large earth mound at the site that is in the center.
Better: A large earth mound is in the center of the site.
Poor: A security fence surrounds the building, which is 8 feet high.
Better: An 8-foot-high security fence surrounds the building.

4. Do not shift tense.

Poor: Two buildings were complete and numerous other structures are under construction.
Better: Two buildings are complete and numerous other structures are under construction.
Poor: The facility consists of three radar positions. A personnel center was observed south of the site.
Better: The facility consists of three radar positions. A personnel center is observed south of the site.

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Better: A number of vehicles and pieces of equipment is observed.

or

Poor: A group of 11 buildings and structures which probably serve as a construction support area were observed.

Better: A group of 11 buildings and structures which probably serves as a construction support area was observed.

- Poor: The site contains one large and one small building.

Better: The site contains one large building and one small building.

or

The site contains two buildings, one large and one small.

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II. PUNCTUATION

A. Apostrophe

1. Strictly speaking, only animate nouns should take the possessive form. Inanimate nouns should show the genitive by a prepositional phrase.

the Soviets' airfields
the major components of the site, not the site's major components
the roof of the building, not the building's roof

2. Do not use the apostrophe for simple plurals of figures and letters.

three ICBMs
two B-52s
WACs

B. Colon

The colon is used to separate lists or enumerations from the independent clause of the sentence. It usually has the force of as follows or for example.

1. Use the colon with such phrases as as follows, the following, etc., in introducing a list.

The training area includes the following: two multistory barracks, a motor pool, a maintenance shop, and three firing ranges.

2. Use the colon as a full stop with enumerations. It may not be used when the thought of the sentence should continue without interruption.

Wrong: The aircraft observed were: two BADGER, one BISON, and three COLT.

Right: The aircraft observed were two BADGER, one BISON, and three COLT.

Right: The following aircraft were observed: two BADGER, one BISON, and three COLT.

C. Comma

The comma serves two functions: 1) to indicate parallel construction and 2) to indicate parenthetical matter.

1. Parallel construction is usually indicated by a coordinating conjunction.

- a. Use the comma before and, but, or, and nor when they join two independent clauses.

The launch site is complete, but the site support facilities are still under construction.

- b. Use the comma with three or more words in a series by placing it before the and.

The men have food, equipment, and clothing.

- c. Use the comma with parallel adjectives.

A hard, cold winter.

but

A dark brown roof.

If the order of the adjectives can be reversed or if and can be inserted between them, then the adjectives are parallel and should be separated by a comma.

2. Parenthetical matter is indicated by commas used in pairs. Such commas have the force of weak parentheses: the words enclosed between commas are not necessary to the grammatical pattern or main thought of the sentence.

- a. Use the comma with nonrestrictive clauses.

Restrictive: The building which was cloud covered is rail served.

Nonrestrictive: The building, which was cloud covered, is rail served.

(The first sentence tells which of several buildings is rail served--no commas. In the second, there is only one building--commas needed.)

- b. Use the comma with apposition.

The building, one of the support facilities, is outside the security fence.

- c. Use the comma with adjectives following nouns. It is generally advisable to avoid the use of a single adjective after a noun; two or more adjectives may be placed after the noun for emphasis.

The function of the airfield, civilian or military, was not determined.

The photography, cloud free and showing good detail, was made available to the requesters.

- d. Use the comma with introductory or concluding elements of the sentence. In these cases, really parenthetical in nature, one comma does the work of two.

In the second place, the film is torn.
The film can still be used, however.

- e. Use the comma in the following special cases:

- 1) Adverbial clauses are set off if they precede, not if they follow, the main part of the sentence.

When the building was observed, it was empty.
The building was empty when it was observed.

Adverbial phrases are never set off.

To the northwest is a powerplant.

- 2) Clauses beginning with though or although are always set off.

The photography was good, although the weather was cloudy.
Although the weather was cloudy, the photography was good.

- 3) Participial phrases are always set off unless they are restrictive or are used as gerunds.

Having his orders, he departed.
Having his orders meant he could depart.
We observed a column marching in single file.

- 4) Smaller elements in geographical units are separated from the larger ones.

Moscow, USSR, is the city in question.
He went to Rome, Italy, by plane.

D. Dash

The dash indicates a break so strong that it cannot be dealt with by other punctuation. It is not used if any other mark will suffice.

1. Use a dash before a final clause that summarizes a series of ideas.

The powerplant, the mud lake, and the cascade buildings--
these are the bases for the judgment.

2. Use dashes as strong parentheses.

These are shore deposits--gravel, sand, and clay--but marine
deposits were found under them.

3. Use two dashes in tables to indicate a blank space. However, in a table where a set of dimensions is given, dashes are not used if no dimensions are specified for a particular entry.

100 x 34 x 10
84 x 50

E. Diacritical Markings

Diacritical markings are not used in IEG publications. A word which normally would carry a diacritical mark is simply written without the mark and no adjustment in spelling is made. If the omission of an apostrophe in a Russian or Chinese word leaves a space, the space is closed, e.g., Shuangch'engtzu becomes Shuangchengtzu.

F. Hyphen

The hyphen is used in two ways: joining words or word parts to form compounds and dividing words at the end of a line to preserve

margins. (The use of the hyphen in compounding is treated in Section VII.) Several rules for the use of the hyphen should be noted:

1. Use a hyphen to join two or more words serving as a single adjective before a noun. Do not hyphenate such an adjective if it follows the noun.

a rail-served site

but

the site was rail served

a driver-training course

but

a course for driver training

2. Hyphens are used to indicate that the last part of a compound has been suppressed but will be supplied by the last part of a paired compound to follow.

We live in a three- or perhaps a four-dimensional world.

3. Use a hyphen to form compound numbers from twenty-one through ninety-nine and to separate the numerator from the denominator in written fractions.

twenty-nine

fifty-five

two-thirds

four-fifths

one-half

4. Do not use the hyphen between a letter and a number. (This does not apply to designations copied from an originating source as in stating target and requirement numbers.)

Area D1

Section 2B

paragraph J1a

5. Do not space around hyphens.

driver-training course

assault-gun firing range

January-April

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G. Italics

Indicate italics in typed material by underlining. Use italics as follows:

1. Use italics to distinguish letters, words, or phrases when they are referred to as letters, words, and phrases, not as thoughts.

The word facility is vague and much overused.

2. Use italics to indicate foreign words in those few cases in which they must be used. (This, of course, does not refer to foreign proper names.)

He was considered persona non grata.

3. Use italics to indicate the titles of all documents and publications.

Good advice is given in Bernstein's Watch Your Language.

H. Omission

Show omission of material within a quote with a series of three periods (four when the sentence is brought to a close).

The dictionary states, "The word fish . . . uses a plural form identical with the singular."

I. Parentheses

Use parentheses to insert material into a sentence when the material is too loosely connected to the main idea to permit commas. Such insertions are usually explanatory.

1. Use them to insert identifying material.

Photography of [REDACTED]

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2. Use them to note abbreviations.

The plant is 11 nautical miles (nm) from the site.

3. Punctuation, if it is necessary, comes after the second parenthesis, not before the first. If the parenthetical element itself is

a sentence standing alone, the period is omitted; a question mark or exclamation point is retained.

Wrong: Because the amount of equipment observed at the site is normal, (in comparison with previous coverage) no detailed listing is included.

Right: Because the amount of equipment observed at the site is normal (in comparison with previous coverage), no detailed listing is included.

4. Use the single parenthesis when numerals are to be placed in enumeration within a sentence.

His aims were as follows: 1) to consolidate the position,
2) to establish

5. Use double parentheses when items are to be enumerated in a column.

His aims were as follows:
(1) to consolidate the position
(2) to establish

J. Quotation Marks

1. A comma and a period are always placed within the quotation marks with which they appear. Other punctuation marks are placed within quotation marks only if they are part of the quotation.

He said, "The high and the mighty will fall."
He asked, "Will the high and mighty fall?"
Did he say "The high and mighty will fall"?

If quoted material is more than one paragraph in length, the quotation mark is repeated at the beginning of each paragraph, but it is used at the end of only the last one. This is the only instance in which quotation marks are not used in pairs.

2. Avoid unnecessary use of quotation marks. For example, do not use quotation marks in the following cases:

L-shaped building
Launch Area A
figure-8 configuration

3. Internal quotation, that is, a quotation within a quotation, is indicated by a single mark, as follows:

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He said, "Have you seen the sign that reads 'High Voltage' on the fence?"

K. Semicolon

1. Use the semicolon in parallel constructions involving two or more sets of series.

Separate sections may be organized for administration; collection, production, and dissemination of combat intelligence; supervision, coordination, and administration of attached agencies; counter-intelligence and security; and coordination of tactical and photographic reconnaissance requests.

2. Use the semicolon in place of a coordinating conjunction between two independent clauses.

It was time for change; the signal had been given.

3. Use the semicolon before however, therefore, as a result, consequently, and nevertheless when they connect two complete but related thoughts.

The photography was good; however, it did not cover the target. All missions should remain secondary to the primary one; nevertheless, one must not discount them.

L. Slash

The slash mark is a last resort, to be used when any other form of punctuation would be misleading. Unfortunately, the slash is frequently used as a dodge, to avoid precision. In text, the slash mark usually has the meaning and force of and or or. The slash mark can be used in the following case:

To indicate azimuthal direction when the elements are compounded.

ENE/WSW runway

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III. CAPITALIZATION

Capitalization is not to be used as a means of emphasis. In some cases the thought is changed when words are capitalized. A good example is air force. When air force is written in lower case, it refers to the organizational echelon above an air division or to an air force in an abstract sense; when Air Force is capitalized, it means a particular service, such as the US Air Force.

Two principles cover most cases: 1) that each sentence begins with a capital letter and 2) that every proper name begins with a capital letter. Additional rules are made to secure uniformity in doubtful cases.

A. Use initial capital letters in the following cases:

1. When incomplete sentences are used as complete thoughts.

Nothing to report.

No agreement on installations.

2. When enumeration is presented in columns.

- (a) A gable-roofed building
- (b) Several unidentified outbuildings
- (c) Various loading ramps

3. When proper names are hyphenated, both elements are capitalized.

Wilkes-Barre

Sary-Shagan

However, when native Chinese place names must be used, only the initial element is capitalized.

Lan-chou

Hsin-chiang

4. For the names of organizations and installations.

Central Intelligence Agency

Moscow National Stockpile Site

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Kiyev Regional Military Storage Installation
Minsk Missile Test Center
Budapest ICBM Complex

the Republican Party

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5. For the major components of organizations and installations, i.e., first-division components. (Do not capitalize when the full specification is not given.)

Budapest ICBM Launch Site 1

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Leningrad R&D Center
Launch Complex C of the Peking Missile Test Center
Platform Committee of the Republican Party
but
the fabrication center
the airframe plant
the missile assembly area

6. For common nouns when they are treated as proper nouns. A region, institution, event, or any preeminent item may be capitalized if context or custom makes it clear that one is singled out.

the Channel (the English Channel)
Communist activity
the Western foreign ministers
the Middle East
Southeast Asia
Trans-Siberian Railroad, but Moscow-Kiev rail line

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7. For buildings or structures referred to in text by a number or letter keyed to an illustration. However, this does not apply to the word item which is written in lower case when keyed to an illustration.

The security fence (item 6) is unfinished northeast of Building 7.
There is no road service to Area A.

8. For all words in titles of documents, except articles other than the first and prepositions of fewer than four letters.

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Galkin's The training of Scientists in the USSR
the report, Missile Bases Near [REDACTED]

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9. For the words Figure or Attachment when they are accompanied by a number referring to an illustration.

The crosshatching in Figure 1 indicates ground scars.
The nearest airport (Attachment 1) is in Kiev.

10. For the letter indicating a type, configuration, or model.

E-boat L-shaped B-47

- B. Use all capitals in the following cases:

1. All abbreviations of organizations and installations.

COMIREX
NATO

2. All names or nicknames for missiles, aircraft, most electronic equipment, codewords, and classification markings.

FAN SONG TOP SECRET KEYHOLE
BADGER COMINT
RANGER ICBM

- C. Avoid unnecessary capitalization. Do not use capitals, initial or otherwise, in the following cases:

1. Do not capitalize generic nouns or titles when they are not used with a proper name.

The commanding officer of an air base spoke.
The commander of the missile base departed.
The training installation was near the railroad station.

2. Do not capitalize the first word in a parenthetical expression or in a comment inserted with dashes when it occurs in the text.

The amount of equipment observed at the sites (those covered on the previous mission) is normal.

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The missile base--we are still referring to the newer one--
is rail served.

3. Do not capitalize enumeration within a sentence.

Photographic interpreters must do the following: a) become familiar with the installation, b) observe the major components, and c) determine the probable output.

4. Do not capitalize the names of seasons of the year.

Snow tracks were seen in the winter of 1963.

5. Do not capitalize north, east, south, or west when they refer to positions or locations.

The missile base is 9 nautical miles north of Moscow.
The site is south of the headquarters facility.

However, points of the compass are capitalized when they refer to specific geographical locations.

It is in the western part of the Old South.
It was south of the East [] border.
They were the allies from the West.

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IV. SIGNS AND SYMBOLS

Signs and symbols are generally restricted to tables, graphics, and legends; they should be avoided in text. Whenever they must be used, however, the following general rules should be kept in mind.

- A. Signs and symbols are closed against accompanying figures or symbols.

10%

$\begin{smallmatrix} + \\ - \end{smallmatrix}$ 5 feet

- B. Any symbol set with figures in a series is used after each figure in the group or series, not merely after the last.

45° to 65°

15% to 25%

but

15 to 25 percent

- C. The lower case x can be used to indicate dimensions in tables, graphics, and legends. (In text, the word by is used.)

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V. ABBREVIATIONS

Abbreviations are used to save space and time by avoiding the needless spelling-out of repetitious words and phrases. Internal and terminal punctuation will be omitted, except in the case of Latin phrase abbreviations such as etc., i.e., and e.g.

A. A word may be abbreviated in the following cases:

1. When the word or phrase appears so often that repetition would be disadvantageous. In such cases, the word will be spelled out when it first appears and followed by the standard abbreviation in parentheses; thereafter, the abbreviated form will be used.

The installation is 12 nautical miles (nm) east of Moscow.

2. When the abbreviation is as common as or more common than the actual name. In this instance, the abbreviation need not be spelled out. For example: US, USSR, WAC, and BE.
3. When the word or phrase is commonly abbreviated in third-phase reports. In such cases, the word will usually be spelled out when it first appears and followed by the abbreviation in parentheses. Some examples are:

antiaircraft	(AA)
antiaircraft artillery	(AAA)
air-to-air missile	(AAM)
antimissile missile	(AMM)
air-to-surface missile	(ASM)
biological warfare	(BW)
chemical warfare	(CW)
early warning	(EW)
high frequency	(HF)
kilogram(s)	(kg)
kilohertz	(kHz)
kilometer(s)	(km)
kilovolt(s)	(kv)
kilowatt(s)	(kw)
megahertz	(mHz)

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megawatts	(mw)
nautical mile(s)	(nm)
research and development	(R&D)
short-range ballistic missile	(SRBM)
surface-to-surface missile	(SSM)
ultrahigh frequency	(UHF)
very high frequency	(VHF)

4. When conserving space is a primary concern, as in graphics and tables, the following abbreviations are acceptable. These abbreviations should be avoided in text.

admin	administration
AE	atomic energy
afld	airfield
&	and
ammo	ammunition
approx	approximately
arty	artillery
bks	barracks
bldg	building
commo	communications
cu ft	cubic foot (feet)
diam	diameter
elev	elevation
ft	foot or feet
H	height
HQ	headquarters
hwy	highway
L	length
lab	laboratory
lat	latitude
lb	pound(s)
long	longitude
mfg	manufacturing
misc	miscellaneous
No	number
prob	probable(ly)
poss	possible(ly)
RR	railroad
sq ft	square foot (feet)
ucon	under construction
unid	unidentified
W	width

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- B. In abbreviating ordinal numbers in data blocks and reference listings, omit the letters n and r.

3d ed
2d series

- C. Acronyms

Acronyms--words formed from the first (or first few) letters of several words--should not be used in third-phase reports as means of sidestepping the problem of repeating lengthy installation titles. All too often, they result in meaningless, unintelligible combinations of letters. Whenever a complex title must be repeated, it is much better to use part of the title or a suitable pronoun, making certain, of course, that the reader will be aware of the antecedent referred to.

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VI. NUMBERS

A. The first ten cardinal and ordinal numbers will generally be spelled out in all IEG reports. Chief exceptions are as follows:

1. Figures in tabular matter.
2. Items in order of battle listings in first- and second-phase reports.
3. Numbers that are part of titles: Chapter 5.
4. Distances, dimensions, measurements, and proportions.

The site is 3 nautical miles south of the city.
10 feet by 5 feet
9 feet long
8 to 1

5. Time of day.
6. Latitude and longitude

B. The following usual conventions will be observed:

1. In textual matter, spell out any number that begins a sentence.

Twenty-two launch sites are observed.
Three missions covered the 22 sites.

2. Dates. The day of the month will precede the name of the month; the year will follow the month.

4 April 1969

Inclusive dates should be as follows:

4 April to 11 June 1969 (not 4 April 1969 to 11 June 1969)

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If, as in first- and second-phase reports, the month is abbreviated, the year should be abbreviated.

February 1969

Feb 69

3. Dimensions. In giving dimensions, the larger dimension usually is given first. When it is necessary to indicate height as well as length and width, the following form is used:

20 feet by 10 feet and 5 feet high

4. Millions and billions. In text, figures in millions (or billions) will be written as numerals and the word million (or billion) spelled out, except when the decimal would be carried out three places or beyond.

1.5 million

1.25 million, but 1,256,000

5. Fractions. When possible, convert all fractions to decimals. If a fraction cannot be converted, spell it out.

one-half inch, preferably 0.5 inch

five one-thousandths, preferably 0.005

6. Decimals. Place a zero before tenths decimals.

0.5 nm, but .50-caliber gun

7. US military units. Air Force units up to and including an air division are designated by Arabic numerals. Names of numbered air forces are spelled out: Fifth Air Force, but 2nd Air Division, 8th Fighter Wing. Army units up to and including divisions are designated by Arabic numerals. The corps is written in Roman numerals; the field army is spelled out: 8th Infantry Regiment, 2nd Infantry Division, First Army.

8. The rules for the spelling out and use of figures apply to the adjectival form.

five-wheeled truck

9,000-ton ship

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9. A number above ten will be written out if it is next to another number above ten.

fifty 57mm guns
1,000 twenty-family units
eleven 13-family dwellings

However, if two numbers side by side are ten or below, both will be written out.

There were five seven-story buildings.

10. Enumeration. When numbers are used to enumerate items in a list, the Arabic numeral is set off by a single parenthesis if the enumerated items are in a sentence.

The reasons for the poor photography are 1) the weather was cloudy, 2) the camera leaked light, and 3) the emulsion was streaked.

Numbers are set off by a period if the enumerated items are in paragraph form.

The following factors affected the photography:

1. The weather was cloudy
2. The camera leaked light.
3. The emulsion was streaked.

Numbers are set off by double parentheses when items are to be enumerated in a column.

The following factors are cited:

- (1) Cloudy weather
- (2) Streaked emulsion

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VII. COMPOUND WORDS

The IEG guide to compounding is the GPO Style Manual. The current trend in compound words is toward using fewer hyphens in favor of one-word forms. There are cases, however, when the hyphen is mandatory.

The most common confusion about hyphenated compounds is in the use of unit modifiers as simple adjectives and as predicate adjectives. Hyphens are used between unit modifiers standing before the noun; they are not used in predicate adjectives. For example:

cloud-covered photography, but the photography is cloud covered
 small-scale photography, but photography of small scale
 double-fenced area, but the area is double fenced
 20-nautical-mile area, but the area covers 20 nautical miles
 medium-sized plant, but the plant is medium sized

A. Hyphens should be used in the following instances:

1. To avoid doubling a vowel or tripling a consonant (except when using such short prefixes as pre, pro, re).

shell-like, hull-less, semi-illiterate (but reentry)

2. To make any combined form, the second element of which is capitalized.

pro-Western, anti-Russian, pre-World War I

3. To indicate the terminal points of a rail line or highway when the name of the city is not hyphenated.

Moscow-Leningrad rail line
 Berlin-Kiel highway

B. Hyphens should not be used in the following cases:

1. In a combined modifier, the first element of which is an adverb. Never hyphenate after an adverb ending in ly.

heavily wooded area
 usually clear pattern

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2. A compound predicate adjective or predicate noun, the second element of which is a present participle or past participle.

The area is double fenced.

The activity is probably coal mining

- C. When a compound modifier consists of two or more words with a common beginning, use the following style:

The 6- by 4-nautical-mile area is fenced.

a. 2- or 3-inch block

- D. Certain common terms have been compounded into one-word forms. (See the GPO Style Manual for a more complete list of compound forms.)

buildingway	pipeline	steamplant
campsite	powerline	waterline
fenceline	powerplant	
floorspace	pumphouse	
gatehouse	railway	
guardhouse	repairway	
launchway	standpipe	
messhall	steamline	

The following are two-word forms:

rail line

rail yard

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VIII. SPELLING

The IEG authority for spelling (except for spelling compound words) is Webster's Third New International Dictionary (unabridged). The preferred spelling listed in Webster's will be used. The following is a list of troublesome words and is offered only as a ready guide, not as a comprehensive selection.

abut	firewall
accommodate	flatcar
alignment	further (not distance)
aluminum	fuse (general, electrical)
arch-roofed (modifier)	fuze (explosives)
arrester	gauge
baseline	hangar
blacktop	hangarette
blockhouse	heating plant (not heat plant)
bogie	judgment
boilerhouse	Krug
boxcar	labeling
canceled	landline
canceling	leveled
canister	leveling
Caribbean	liaison
category	liftoff
collocate	linage (for lines)
communications	location map (not locator map)
complement (complete)	logistics (noun)
converter	logistic (adjective)
controlled	marshal
crossarms	materiel (military)
cruise missile (noun)	midstage
cruise-missile (adjective)	mockup
cutoff	off-loading
defense	ordnance (military)
discernible	paralleled
electronics	paralleling
farther (distance)	ponton
feasible	programmed
fencelines	radiotelescope

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railhead
reconnaissance
reconnoiter
reinforce
repellent
requester
revetment
revetted
riverbank
riverbed
satellite
sawmill
separate
sizable
surveillance
totaled
totaling
transferable
transatlantic
transferred
transpacific
transshipment
Trans-Siberian Railroad
tunneled
tunneling
usable
wye (railroad)

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IX. NAMES

A. Third-Phase Reports and Briefs

1. The native forms of geographic place and installation names as reflected in the Basic Encyclopedia (BE) and Target Data Inventory (TDI) will be used in cover titles and data blocks. If a native place name and/or functional designator is unacceptable (i.e., substantial evidence indicates a geographic or functional name should be changed), a revised title can be given parenthetically under the official BE and TDI name on the cover. Only an exact BE and TDI name, however, will be entered in the data block.
2. In the abstract and text, use the conventional forms of well known geographic place names and preferred functional designators followed by the BE and TDI native forms in parentheses when names are introduced. Thereafter, use only the conventional forms.
Examples:

The Petropavlovsk (Petropavlovsk-Kamchatskiy) Military Depot consists of two major sections. Dimensions of buildings in the Petropavlovsk facility are in Table 1.

Moscow Propellant Handling and Storage Facility (Moskva Suspect Missile Support Facility) is southwest of Moscow.

The authority for the spelling of geographic names is the National Intelligence Survey (NIS) Gazetteer. When a conventional form is not listed in the NIS Gazetteer, the preferred native form should be used, but the spelling will follow the style given in the NIS Gazetteer for other conventional forms. This means that Chinese names, for instance, will be spelled without hyphens (Hofei, not Ho-fei) and generic terms for physical features will be written in English (Lake Balkhash, not Ozero Balkhash).

3. For annotations and captions of graphics, use the same geographic place names and functional designators (if the latter are necessary) as used in the related portions of the text.

B. OAKs and OAK Supplements

1. The native forms reflected in the BE and TDI will be used in header lines.

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2. When it is essential to refer to a total installation or geographic place name in the text, use the conventional form for a familiar place name and the native form parenthetically the first time the name is used. Thereafter, use only the conventional form. Examples:

Peking (Pe-ching) Guided Missile Plant is a former aircraft repair shop and airframe plant. The Peking plant is 7.5 nautical miles (nm) south of the center of Peking.

(If the only difference between the conventional and native form of a place name is the addition of hyphens, as in many Chinese names, show only the conventional spelling of the name in the text.)

3. For annotations and captions of graphics and attachments, use the conventional form of a geographic place name if the conventional name has been used in the item to which a graphic is related. Otherwise, use the native form given in the text or header line.
4. In the highlights section, use the conventional forms of well known place names and the preferred functional designators. If there is any likelihood that the reader will be unable to relate an item in the highlights section to the corresponding item in the target report section, introduce the native form of the name and the BE and TDI functional designator parenthetically.

C. Preliminary OAK Cables

1. Use the conventional forms of well known geographic place names and the preferred functional designators throughout the text portion of the cable. At the end of the text section, list the BE and TDI native forms of the targets reported in the cable (including the country codes, geographic coordinates, and BE numbers where assigned).

D. Photographic Interpretation Memorandums

1. Use the conventional forms of well known geographic place names and the preferred functional designators. If confusion might result from the spelling of a geographic name, or if the functional designation is different from that in the BE and TDI, supply the alternate form parenthetically or in a footnote.

E. Examples of Conventional and Native Forms of Common Place Names

<u>Country</u>	<u>Conventional</u>	<u>Native</u>
USSR	Aral Sea Komsomolsk Lake Balkhash Lake Baikal Moscow Petropavlovsk Rostov	Aralskoye More Komsomolsk-na-Amure Ozero Balkhash Ozero Baykal Moskva Petropavlovsk-Kamchatskiy Rostov-na-Donu
Mongolia	Ulan Bator	Ulaan Baatar
China (Com)	Canton Chenghsien Chungking Gartok Hainan Island Hankow Koko Nor Lhasa Nanking Pailingmiao Peking Shanghai Sian Tientsin Yinhsien	Kuang-chou Cheng-chou Chung-ching Ning-ching Hai-nan Tao Han-kou Ching Hai La-sa Nan-ching Ta-erh-han-mao-ming-an-lien-ho-chi Pei-ching Shang-hai Hsi-an Tien-ching Ning-po
China (Nat)	Pescadores Taipei	Peng-hu Lieh-tao Tai-pei
South Korea	Seoul	Kyongsong
North Vietnam	Haiphong Hanoi Hon Gay Phu Dien Chau Yen Bay	Hai Phong Ha Noi Hon Gai Phu Dien Yen Bai
South Vietnam	Saigon	Sai Gon

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<u>Country</u>	<u>Conventional</u>	<u>Native</u>
Thailand	Bangkok	Krung Thep
Egypt	Alexandria Cairo Suez	al Iskandariyah al Qahirah as Suways
Iran	Teheran	Tehran

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Bulgaria	Sofia	Sofiya
Rumania	Bucharest	Bucuresti
Yugoslavia	Belgrade	Belgrad

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Algeria	Algiers	Alger
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X. REFERENCES

The references section of a third-phase report contains the following parts in the order given: Imagery, Maps or Charts, Documents (or Related Documents or both), and Requirement. References should not be included unless they are absolutely essential in identifying the source of a statement in a report. Many reports contain references which add little to their value but upgrade the classification. Such references may greatly reduce distribution of a report and also preclude the ready release of a report to foreign governments.

A. Imagery

Only imagery from which information is extracted should be referenced. Whenever a PI finds it necessary to refer to information in an earlier report and does not reexamine the photography, the earlier report will be referenced under "Documents." Imagery information will include imagery project, mission number, date of pass, pass number (if applicable), camera (if applicable), frame and index numbers (if applicable), and classification/control. Imagery is listed chronologically with the latest mission first.

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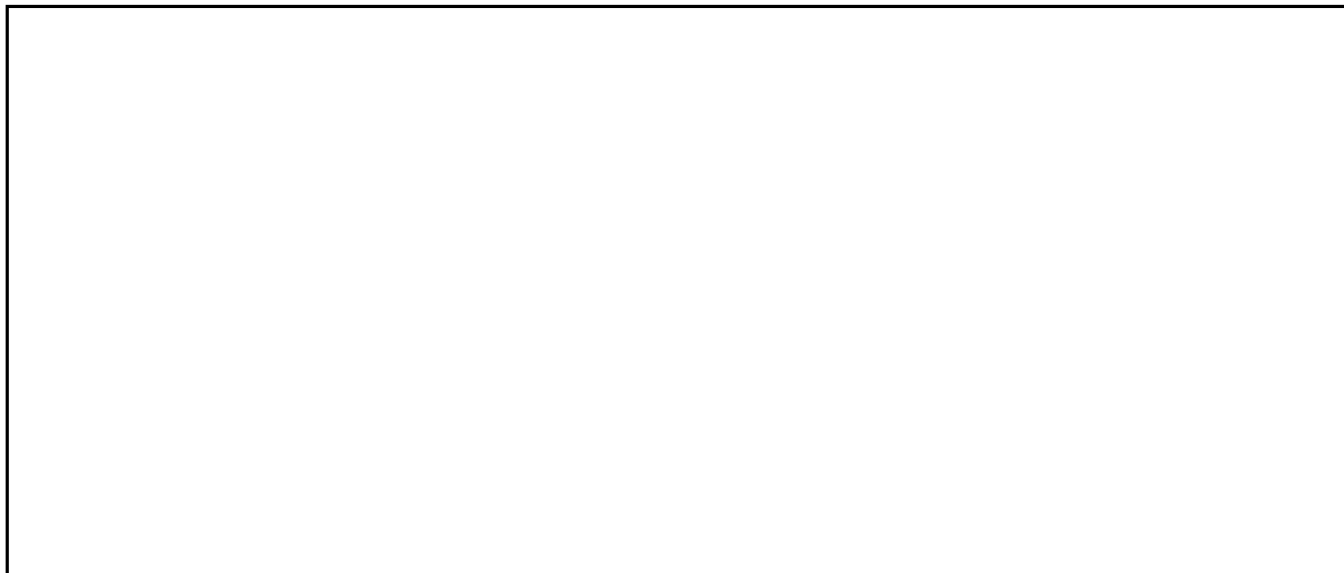
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Mixed Imagery

IMAGERY



Small-Format Imagery

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Small-format imagery citations occasionally require special entries.
 Example:

<u>Agency</u>	<u>Accession No</u>	<u>Date</u>	<u>Classification</u>
CIA	811699	7 Nov 61	OFFICIAL USE ONLY

If the data does not fit the prescribed format for the presentation of small-format photographic references, the entries may be made in full-line presentation with the second line indented three spaces. Examples:

Army. Enclosures to R-311-56, Sep 56 (CONFIDENTIAL)

Ground photography from Soviet Union, No 130, Moscow,
 1960 (UNCLASSIFIED)

[REDACTED] Moscow. IR 1465520, 25 Apr 61, Photos
 B1-B6 (SECRET)

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-Photos 1-4 to IR 1872010567, dated 12 May 1967

(CONFIDENTIAL)

Latest Coverage Statement

All IEG third-phase reports must be up-to-date when issued. Moreover, this fact must be evident to the reader. If the photography used is less than one month old at the time of signoff, no special indication of the latest coverage is needed. If the most recent photography used and referenced is older than one month at the time of signoff, there must be a statement that the information in the report is still up-to-date. This statement may be included in the introduction, or it may be added as a footnote on the references page keyed to the entry for the latest photography under "Imagery." The asterisk should be after the specific mission, not after the overall heading of "Imagery." The footnote should be written at the end of the page, not at the end of the imagery section.

Example:

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[redacted] is the most recent coverage of this facility.

Occasionally, the most recent coverage is not used in a report. The reason for this must be explained. An example of a footnote used for this purpose:

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*Although [redacted] is the most recent coverage of this facility, the best photography is obtained from [redacted]

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Sometimes, so many missions are used in a report that an inclusive statement similar to the following can be made:

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*All [redacted] photography of Moscow Unidentified Installation up to and including Mission [redacted] was used in compiling this report.

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B. Maps or Charts

Entries in this section should include the publishing agency, name (optional) and number of the series, sheet number, edition,

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date of publication, scale, and classification and controls. Overruns should be single spaced. Examples:

ACIC. US Air Target Chart, Series 200, Sheet 0102-9AL, 2d ed, Dec 56, scale 1:200,000 (SECRET)

SAC. US Air Target Chart, Series 200, Sheet M0167-5HL, 3d ed, Jul 67, scale 1:200,000 (SECRET)

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If the classification and controls of a map or chart are higher than the overall classification of the report, only the map/chart series, sheet, and scale need to be referenced. This form avoids specifying the chart number or edition which would also require specifying the classification and controls. (This simplified form shall also be applied in referencing routine cartographic information, including coordinates, derived from maps or charts classified not higher than SECRET. Any physical reproduction of a map or chart requires the complete referencing of the material.) Examples of this simplified form:

AMS Map, Series E504, Sheet 0125-09925, scale 1:250,000

ACIC Chart, Series 200, Sheet 0581-25, scale 1:200,000

C. Documents

Textual information cited in the body of the report and not based on imagery or maps or charts must be referenced under "Documents." Document references are numbered in the order of their appearance in the body of the text and are listed in sequence in the references section. A document reference is indicated in the body of the report by placing the appropriate reference number immediately following the sentence to which it applies. Example: "Collateral intelligence indicates the presence of a nuclear reactor at the site."¹

The reference citation must include, in this order: the issuing agency, report letters (if any) and numbers, title, date of issue and in some instances date of information, accession number when available, page number if necessary, and classification/controls of the document exactly as given on the original.

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Other published intelligence considered to augment the data presented may be listed under a separate heading entitled "Related Documents." However, do not include any document under this heading which would cause a more restrictive overall classification or control.

It is important that only those documents or source materials which are essential should be referenced or cited in a report. Collateral material should be used in PI reporting only when it is essential to support photo interpretation in answering specific requirements. Because NPIC reports are PI contributions to producers of finished intelligence, including selected foreign consumers, the information and references cited should be generally restricted to photographic sources at minimum classifications and controls.

If a report is updating or amplifying a previously published PI report, the previous report must be listed. First- and second-phase PI reports are not usually referenced in third-phase reports. However, an earlier-phase report is referenced if the third-phase report explicitly revises material in it. Cables are temporal documents usually representing an early phase of reporting; their citation in subsequent reporting is to be avoided. Examples of classified documents:

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1. NPIC. [redacted] Pei-ching Airframe Plant, China,
Jul 66 (TOP SECRET [redacted])
 2. DIA. PC-365/3-1-64, Special Evasion and Escape Study, The
Republic of the Congo, May 64, CIA Accession No 9693318-V
(SECRET)
 3. CIA. IAS, [redacted] Memorandum, Izmiran Observatory,
Krasnaya Pakhra, USSR, 17 Jan 68 (TOP SECRET [redacted])
 4. NPIC. [redacted] RCA-09/0003/69, Peking Guided Missile Plant
Nanvuan, China, Sep 68 (TOP SECRET [redacted])
 5. NPIC. [redacted] BCA-01/0001/69, Plesetsk Rail-to-Road
Transfer Point No 1, USSR, Dec 68 (TOP SECRET [redacted])
- 25X1
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Examples of unclassified documents:

1. Jones, James J. Electric Power Resources in the Soviet Union,
Harpers, Jan 58 (UNCLASSIFIED)

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2. Simpson, Jonathan. "Radar for Defense," Aviation Week, Vol IX, No 12, 1 Dec 59, p. 7 (UNCLASSIFIED)

D. Requirement

The project requirement and project number are included (after "Documents") on the references page of Basic Imagery Interpretation Reports and Briefs and Direct Support Imagery Interpretation Reports. These references should be formatted as follows:

REQUIREMENT

COMIREX BR-J/001-69
NPIC Project 210477

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XI. FOOTNOTES

Most reference-type footnotes citing sources of information used in the body of the text are listed under "Documents" on the references page. However, useful information that is extraneous to the main portion of the text should be placed in a footnote at the bottom of a page. The specific part of the text to which the footnote applies is marked by an asterisk which is repeated at the beginning of the footnote. The first footnote on any page will be indicated by one asterisk; the second, two; the third, three, and so on. The asterisk used in the text should follow the word, statement, or number to which it applies. This also applies to imagery references on the references page. For example: [REDACTED]

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Tabular material presents a special footnote problem which is considered in Section XII.

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XII. TABLES

Tables should be included in third-phase reports only if it is essential to include information that cannot be stated so clearly in any other way. Tables should significantly contribute to the overall comprehension of a report. If they do not meet this criterion, their inclusion should be questioned. Whenever tables are used, tabular material should be kept as simple as possible so that the meaning of the data can be easily understood.

A. Column Headings

Column headings should be brief. Units of measurement are usually placed in parentheses after or under the appropriate heading. To save space, they may be abbreviated.

B. Row Headings

Row headings can be listed in any suitable, orderly manner--numerically, alphabetically, geographically, or the like. When a second line is needed for the row heading, it should be indented two spaces. Totals and averages are double spaced below the entries they follow.

C. Body

The comma is used in a figure of four or more digits. There should usually be some entry under each column heading for each row heading. If the value is zero, a zero should be entered in the appropriate place. If data are not available, enter dashes in the column. If the data called for are not applicable to the subject matter involved, the abbreviation NA should be entered on the table. Signs and symbols may be used in tables to conserve space. However, in a table with dimensions given in the following way, leave the space blank if there is no entry:

100 x 34 x 10
84 x 50 (just leave it blank)
113 x 20 x 8

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When column entries are words rather than numbers, avoid sentences; use telegraphic-style phrases, if possible. If phrases or series of words take more than one line in a column, succeeding lines should be indented two spaces. Telegraphic-style phrases which are a part of one item are separated by a comma or a semicolon, whichever is applicable. If a semicolon is used, an initial capital is not used for the phrase immediately following the semicolon.

D. Footnote and Source Identification

In tables, one asterisk* indicates the first footnote reference, a double asterisk** indicates the second, and so on. The asterisk is placed after the title, column heading, row heading, number, or item in the table to which the footnote refers. Table footnote identifications are placed left to right, margin to margin, not up and down the columns. The table footnotes are written at the bottom of each table and are separated from the tabular material by a solid line running the width of the table. If a table is more than one page long, the footnotes will be at the end of the table. However, as an aid to the reader, the phrase "See footnote (or footnotes) at end of table" should be placed at the bottom of any page of a table that continues to another page. This phrase will appear without an asterisk.

E. Table Titles

Titles for tables are similar to captions for illustrations (see Section XIII) except that table titles are written in initial capitals only. Tables are numbered consecutively throughout the text and any appendixes. Example:

Table 1. Dimensions of Buildings in Area A

Tables included on illustrations are not numbered and need not carry titles. If a table title requires two lines, extend the first line from margin to margin and center the second line.

Next 1 Page(s) In Document Exempt

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XIII. CAPTIONS

Each illustration (photograph, line drawing, map, perspective drawing) appearing in IEG publications will be given a figure number and caption. The figure numbers assigned to the illustration will begin with the first illustration (even if it is a location map) and will continue consecutively throughout the report. The caption will consist of a phrase describing the material illustrated. The designations of the material illustrated should correspond to the designations used in the text and should include any qualifying words, such as possible, probable, or suspect, used in describing the material in the text. The caption should be typed in upper case.

- FIGURE 1. POSSIBLE WASTE DISPOSAL FACILITY
- FIGURE 2. LOCATION OF LAUNCH AREA B
- FIGURE 3. PERSPECTIVE DRAWING OF LAUNCH AREA B

If the illustration is a photograph, the caption will also carry the date of the photograph in month and year, unless the date appears on the photography itself. The date will be separated from the rest of the caption by a comma:

- FIGURE 1. POSSIBLE WASTE DISPOSAL FACILITY, JUNE 1962

If two or more missions from the same month are covered in one report, the day of the month is added to distinguish the mission referred to and to indicate that there is other photography of the facility from the same month. If a subcaption is needed to explain or to point up any unusual features of a particular installation, it will follow the caption and be in sentence form with normal sentence capitalization and punctuation.

- FIGURE 1. POSSIBLE WASTE DISPOSAL FACILITY. This sketch is compiled from Mission 1047, June 1968.

Subcaptions should not be used to give information about the mechanics of graphic presentation. Such information (notes relating to the use of color on the illustration, statements about scale, etc.) should be included in the legend or elsewhere on the illustration itself.

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XIV. FIRST- AND SECOND-PHASE REPORTS

For the most part, the rules of grammar, punctuation, spelling, and compound words adhered to in preparing third-phase reports are applicable to first- and second-phase reports. However, publications processed by printer and computer will vary from those reproduced by other means because of technical limitations and formatted style requirements. For instance, only upper-case letters are presently used; commas are substituted for semicolons; parentheses are sometimes used to set off material within a series where commas would ordinarily be used; Arabic numerals are used in order of battle listings for numbers one through ten (except in the case of two numbers side by side), and more abbreviations are permitted, particularly for points of the compass such as NW and ESE.

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